

February 13, 2015

Please Post on Bulletin Boards at Designated Locations

Job Title: Project Engineer
(Project Engineer I - Project Engineer II - Senior Project Engineer)

Vacancy in: Utility Administration

Salary Range: \$1,661/BW Min - \$3,211/BW Max

Grade: 12 - 14 - 16

APPLICATION PROCEDURE

Any employee who desires to be considered an applicant on the above job vacancy must complete a Promotion/Transfer Request and submit with a resume to:

Human Resources no later than Friday, March 13, 2015.

Position will remain posted until filled, however, consideration cannot be guaranteed after the closing date.

Job Summary:

The incumbent under the guidance of the Assistant Director of Utilities provides civil engineering for planning, design, project development, implementation, coordination and contract administration of water and wastewater system improvements and operations support. Must observe and inspect construction activity for compliance of approved plans, specifications and compliance of the various governmental agency regulations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Note: All City of Fort Smith positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other City employees, and have regular and reliable attendance that is non-disruptive. Must show cooperation and respect to fellow employees and supervisors at all times.

1. Review studies, plans, specifications and design data for projects to assure compliance with design criteria, standards and ordinances.
2. Prepare preliminary studies, estimates and schedules for facility improvements.
3. Prepare scope and criteria for engineering services contracts; review consultant qualifications and proposals and negotiate fees for services. Administer engineering contracts.
4. Prepare designs, including plans, specifications, contract documents, estimates and schedules for projects; supervise or coordinate field surveys, subsurface investigations and testing, drafting. Perform inspections as needed. Prepares design standards, standard construction specifications, ordinances and other documents.

5. Prepare legal descriptions, easements and other documents. Coordinate with appraisers and attorneys, develop cost data and other information regarding right-of-way acquisition. Contact property owners, review project impact and obtain easements.
6. Administer construction contracts, review and analyze bids, coordinate utility relocations, review quality control reports, pay estimates, change orders and related documents.
7. Assist other city departments and/or programs in review and analysis of data, project development, programming, scheduling and contract administration.
8. Consult and provide assistance/information to consulting engineers, surveyors, agencies, contractors, outside representatives and general public regarding design methods, materials and construction procedures, and administrative guidelines. Investigate citizen complaints.
9. Regular attendance and timeliness is required.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Senior Project Engineer:

Bachelor of Science degree in Civil Engineering is required. Minimum of eight (8) years civil engineering experience with a background in water and wastewater systems, including public works facilities, streets, drainage and land development, along with knowledge of the various regulatory agency requirements. Knowledge of real property titles, rights-of-way, subdivision platting and legal descriptions is necessary. Must be a registered Professional Engineer in the State of Arkansas or become registered within one (1) year of employment.

Project Engineer II:

Bachelor of Science degree in Civil Engineering is required. Minimum of 5 - 7 years civil engineering experience with a background in water and wastewater systems, including public works facilities, streets, drainage and land development, along with knowledge of the various regulatory agency requirements. Knowledge of real property titles, rights-of-way, subdivision platting and legal descriptions is necessary. Must be a registered Professional Engineer in the State of Arkansas or become registered within one (1) year of employment.

Project Engineer I:

Bachelor of Science degree in Civil Engineering is required. Minimum of 0 - 4 years civil engineering experience with a background in water and wastewater systems, including public works facilities, streets, drainage and land development, along with knowledge of the various regulatory agency requirements. Knowledge of real property titles, rights-of-way, subdivision platting and legal descriptions is necessary. Must be registered as an Engineering Intern in the State of Arkansas.

Other Skills and Abilities:

The incumbent should possess knowledge of the selection of materials, methods and techniques for construction, layout of operations sequence for water, wastewater and public works facilities. The incumbent must have good verbal and written communications skills as well as good organizational skills. Problem solving, and analytical ability are required to perform the duties of this position. Excellent communication and interpersonal skills are also required. The incumbent should have knowledge of modern office practices, procedures, and equipment. Must be proficient in the use of word processing programs, spreadsheets and technical/analytical software.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently stand, walk, talk and hear. Occasionally sit, stoop, kneel, crouch or crawl and use hands to finger, handle or feel objects. The incumbent must also reach with hands and arms. Specific vision abilities required by this job include close, color, distance and peripheral vision. Depth perception and the ability to adjust focus are also necessary.

The employee is occasionally required to lift up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is exposed to outdoor weather conditions and wet, humid conditions (non-weather). The employee works in conditions such as, near moving mechanical parts, construction equipment and in high precarious places, is at risk of electrical shock and vibration. The incumbent may occasionally be exposed to fumes or airborne particles and toxic or caustic chemicals as may be present at a treatment facility or construction site.

The noise level in the work environment is usually moderate.

Notice of Consent Decree Posting

The City of Fort Smith, Arkansas ("City") has entered into a Consent Decree with the United States of America and the State of Arkansas ("Consent Decree"). The Consent Decree has been lodged in civil action 14-cv-02266-PKH, pending in the United States District Court for the Western District of Arkansas Fort Smith Division. After notice and public comment, it is anticipated that the Consent Decree will be approved by the Court. The Consent Decree is available for review or copying on the City's website where it may be found at www.FortSmithWater.org.